

**AKAROA-WAIREWA COMMUNITY BOARD
AGENDA**

WEDNESDAY 8 DECEMBER 2010

AT 9.30AM

**IN THE BOARD ROOM OF THE
LITTLE RIVER SERVICE CENTRE,
4238 CHRISTCHURCH-AKAROA ROAD
LITTLE RIVER**

Community Board: Pam Richardson (Chairman), Bryan Morgan (Deputy Chairman), Leigh Hickey, Stewart Miller and Claudia Reid

Community Board Adviser
Liz Carter
Phone: 941 5682 DDI
Email: liz.carter@ccc.govt.co.nz

PART A - MATTERS REQUIRING A COUNCIL DECISION
PART B - REPORTS FOR INFORMATION
PART C - DELEGATED DECISIONS

INDEX

- | | | |
|---------------|------------|--|
| PART C | 1. | APOLOGIES |
| PART C | 2. | CONFIRMATION OF INAUGURAL MEETING MINUTES – 2 NOVEMBER 2010 |
| PART B | 3. | DEPUTATIONS BY APPOINTMENT |
| | 3.1 | Akaroa Heritage Park Trust |
| | 3.2 | Paddy Stronach |
| PART B | 4. | PRESENTATION OF PETITIONS |
| PART B | 5. | NOTICES OF MOTION |
| PART B | 6. | CORRESPONDENCE |
| | 6.1 | Akaroa Heritage Park Trust |
| | 6.2 | Georgiana Osborne |
| PART B | 7. | AKAROA HARBOUR ISSUES WORKING PARTY MINUTES –
28 SEPTEMBER 2010 |

PART C	8.	RESERVE MANAGEMENT COMMITTEE TRIENNIAL MINUTES	
	8.1	Ataahua Reserve Management Committee – 1 November 2010	
	8.2	Awa-iti Reserve Management Committee – 3 November 2010	
	8.3	Duvauchelle Reserve Management Committee – 8 November 2010	
	8.4	Le Bons Bay Reserve Management Committee – 8 November 2010	
	8.5	Little Akaloa Reserve Management Committee – 13 November 2010	
	8.6	Okains Bay Reserve Management Committee – 2 November 2010	
	8.7	Pigeon Bay Reserve Management Committee – 21 November 2010	
	8.8	Stanley Park Reserve Management Committee – (including Committee Minutes) – 11 November 2010	
PART B	9.	RESERVE MANAGEMENT COMMITTEE MINUTES	
	9.1	Awa-iti Reserve Management Committee – 5 August 2010	
	9.2	Awa-iti Reserve Management Committee – 7 October 2010	
	9.3	Duvauchelle Reserve Management Committee – 9 August 2010	
	9.4	Duvauchelle Reserve Management Committee – 13 September 2010	
	9.5	Duvauchelle Reserve Management Committee – 11 October 2010	
	9.6	Okains Bay Reserve Management Committee – 10 August 2010	
	9.7	Okains Bay Reserve Management Committee – 12 October 2010	
	9.8	Pigeon Bay Reserve Management Committee - 21 November 2010	
	9.9	Robinsons Bay Reserve Management Committee – 16 September 2010	
PART B	10.	AKAROA DESIGN AND APPEARANCE ADVISORY COMMITTEE – 2 SEPTEMBER 2010	
PART B	11.	AKAROA MUSEUM ADVISORY COMMITTEE – 27 SEPTEMBER 2010	
PART C	12.	SPARC RURAL TRAVEL FUND FOR BANKS PENINSULA	
PART C	13.	APPLICATION TO THE AKAROA/WAIREWA COMMUNITY BOARD 2010/11 DISCRETIONARY RESPONSE FUND – LITTLE RIVER SUPPORT GROUP	
PART C	14.	PROPOSED RIGHT OF WAY NAME	
PART A	15.	WAIHORA ELLESMERE TRUST MEMORANDUM OF UNDERSTANDING	
PART A	16.	ELECTED MEMBERS' REMUNERATION 2010/11	
PART A	17.	ELECTED MEMBERS' EXPENSES AND ALLOWANCES 2010/11	
PART C	18.	AKAROA/WAIREWA COMMUNITY BOARD – GOVERNANCE ARRANGEMENTS FOR 2010/13 TERM	
PART C	19.	APPLICATION TO AKAROA/WAIREWA COMMUNITY BOARD 2010/11 DISCRETIONARY RESPONSE FUND – PURCHASE OF CHRISTMAS PACKS	
PART C	20.	BOARD REPRESENTATION ON OUTSIDE ORGANISATIONS AND COMMITTEES	
PART C	21.	NEW ZEALAND COMMUNITY BOARDS' EXECUTIVE COMMITTEE ELECTIONS – CALL FOR NOMINATIONS	
PART C	22.	NEXT ORDINARY MEETING OF BOARD	
PART C	23.	AKAROA/WAIREWA COMMUNITY BOARD – RECESS COMMITTEE	
PART C	24.	NEW ZEALAND LOCAL BOARDS AND COMMUNITY BOARDS CONFERENCE 2011 – BOARD MEMBERS ATTENDANCE	
PART C	25.	PIGEON BAY BOAT PARK LAND EXCHANGE	
PART B	26.	BRIEFINGS	
PART B	27.	COMMUNITY BOARD ADVISER'S UPDATE	
	27.1	Board Funding Balances as at 8 December 2010	
	27.2	Customer Service Requests – 1 August 2010 to 31 October 2010	
	27.3	Stanley Park Management Plan – Hearings Panel	
PART B	28.	ELECTED MEMBERS INFORMATION EXCHANGE	147
PART B	29.	QUESTIONS UNDER STANDING ORDERS	147

1. APOLOGIES

2. CONFIRMATION OF INAUGURAL MEETING MINUTES – 2 NOVEMBER 2010

The minutes of the Board's ordinary meeting of Tuesday 2 November 2010 are **attached**.

STAFF RECOMMENDATION

That the minutes of the Board's Inaugural meeting held on 2 November 2010 be confirmed.

3. DEPUTATIONS BY APPOINTMENT

3.1 AKAROA HERITAGE PARK TRUST

Virginia Wigram, Chairman of the Trust and Ken Paulin wish to address the Board on the maintenance issues and the lease of the park. A submission from the Trust is **attached**. Correspondence relating to these issues is also itemised under Clause 6.1.

3.2 PADDY STRONACH

Paddy Stronach wishes to address the Board on two issues:

- (a) Purchase of land in Robinsons Bay for recreational purposes.
- (b) Akaroa Harbour Issues Working Party.

4. PRESENTATION OF PETITIONS

5. NOTICES OF MOTION

6. CORRESPONDENCE

6.1 AKAROA HERITAGE PARK TRUST

A letter from the Akaroa Heritage Park Trust regarding the maintenance and the lease of the park is **attached**.

STAFF RECOMMENDATION

It is recommended that the Board receive the correspondence.

6.2 GEORGIANA OBORNE

A letter from Georgiana Osborne supporting the purchase of a block of land for sale in Robinsons Bay is **attached**.

STAFF RECOMMENDATION

It is recommended that the Board receive the correspondence.

7. AKAROA HARBOUR ISSUES WORKING PARTY MINUTES – 28 SEPTEMBER 2010

The minutes of the Akaroa Harbour Issues Working Party meeting of 28 September 2010 are **attached**.

STAFF RECOMMENDATION

That the Board receive the minutes of the Akaroa Harbour Issues Working Party meeting held on Tuesday 28 September 2010.

8. RESERVE MANAGEMENT COMMITTEE TRIENNIAL MINUTES

The minutes of the Triennial Election Meetings of the following Reserve Management Committees are attached.

- 8.1 Ataahua Reserve Management Committee – 1 November 2010 **(attached)**
- 8.2 Awa-iti Reserve Management Committee – 3 November 2010 **(attached)**
- 8.3 Duvauchelle Reserve Management Committee – 8 November 2010 **(attached)**
- 8.4 Le Bons Bay Reserve Management Committee – 8 November 2010 **(attached)**
- 8.5 Little Akaloa Reserve Management Committee – 13 November 2010 **(attached)**
- 8.6 Okains Bay Reserve Management Committee – 2 November 2010 **(attached)**
- 8.7 Pigeon Bay Reserve Management Committee – 21 November 2010 **(attached)**
- 8.8 Stanley Park Reserve Management Committee – 11 November 2010 **(attached)**

STAFF RECOMMENDATION

That the Board receive the minutes of the above Reserve Management Committees' triennial meetings.

STAFF RECOMMENDATION

That the Board approve the following people as members of the relevant Reserve Management Committee:

(a) Ataahua Reserve Management Committee:

- | | |
|----------------|--------------------|
| - David Kearns | - Karen de Pass |
| - Kim Neal | - Murray Edge |
| - Bob Buckley | - Christopher Gray |
| - Tom Stanley | - Denis de Pass |
| - Brian Wilson | - Marie Neal |

(b) Awa-iti Reserve Management Committee:

- | | |
|--------------------|-------------------|
| - Jonathan Palmer | - Liz Thearle |
| - George Piper | - John Boyle |
| - Graeme young | - Simon Fowler |
| - Roriana Tini | - Jo Stuart |
| - Brian Hutchinson | - Sheryl Stanbury |

(c) Duvauchelle Reserve Management Committee:

- | | |
|-------------------|----------------|
| - John Evans | - Marye Miller |
| - Jacque McAndrew | - Geoff Carter |
| - Chris Muirhead | - Dawn Turner |
| - Jean Turner | |

(d) Le Bons Bay Reserve Management Committee:

- | | |
|-----------------|-------------------|
| - Jo Rolley | - Andrew Dalglish |
| - Tony Rodgers | - Siene de Vries |
| - Laurie Inwood | - Ross Ten Hove |
| - John Butler | - Jenny Inwood |
| - Bruce Nicholl | |

8 Cont'd

(e) Little Akaloa Reserve Management Committee:

- | | |
|------------------|-----------------|
| - Steve Harris | - Russell Brown |
| - Owen Dew | - Rowan Waghorn |
| - Grant Waghorn | - Ivan Crow |
| - Virginia Mayor | - Sue Crow |
| - Dave Nicholas | - Keiran Kerr |

(f) Okains Bay Reserve Management Committee:

- | | |
|-------------------|--------------------|
| - Richard Boleyn | - Sharon Henderson |
| - Klaus Rexer | - Derek Cox |
| - Richie O'Malley | - Judy Thacker |
| - Peter Thelning | - John Thacker |
| - Chris Burrows | - Bob Boughton |
| - Peter Ramsden | - Gillian Thacker |

(g) Pigeon Bay Reserve Management Committee:

- | | |
|------------------|------------------|
| - Brenda Graham | - Sylvia McAslan |
| - Pam Richardson | - Megan Wiseman |
| - Max Annand | - Pam Annand |
| - Heather Walls | - Murray Walls |

(h) Stanley Park Reserve Management Committee:

- | | |
|---------------------|-------------------|
| - Rod Naish | - Kit Grigg |
| - Robyn Grigg | - Laurie Richards |
| - Elizabeth Haylock | - Peter Haylock |
| - Enid Gillanders | |

9. RESERVE MANAGEMENT COMMITTEE MINUTES

The minutes of the following Reserve Management Committee meetings are attached.

- 9.1 Awa-iti Reserve Management Committee – 5 August 2010 **(attached)**
- 9.2 Awa-iti Reserve Management Committee – 7 October 2010 **(attached)**
- 9.3 Duvauchelle Reserve Management Committee – 9 August 2010 **(attached)**
- 9.4 Duvauchelle Reserve Management Committee – 13 September 2010 **(attached)**
- 9.5 Duvauchelle Reserve Management Committee – 11 October 2010 **(attached)**
- 9.6 Okains Bay Reserve Management Committee – 10 August 2010 **(attached)**
- 9.7 Okains Bay Reserve Management Committee – 12 October 2010 **(attached)**
- 9.8 Pigeon Bay Reserve Management Committee – 21 November 2010 **(attached)**
- 9.9 Robinsons Bay Reserve Management Committee – 16 September 2010 **(attached)**

STAFF RECOMMENDATION

That the Board receive the minutes of the following Reserve Management Committee meetings:

- Awa-iti Reserve Management Committee – 5 August 2010
- Awa-iti Reserve Management Committee – 7 October 2010
- Duvauchelle Reserve Management Committee – 9 August 2010
- Duvauchelle Reserve Management Committee – 13 September 2010
- Duvauchelle Reserve Management Committee – 11 October 2010
- Okains Bay Reserve Management Committee – 10 August 2010
- Okains Bay Reserve Management Committee – 12 October 2010
- Pigeon Bay Reserve Management Committee – 21 November 2010
- Robinsons Bay Reserve Management Committee – 16 September 2010

10. AKAROA DESIGN AND APPEARANCE ADVISORY COMMITTEE – 2 SEPTEMBER 2010

General Manager responsible:	General Manager, Regulation & Democracy Services DDI 941-8462
Officer responsible:	Planner, Environmental Policy and Approvals Unit
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the Akaroa Design and Appearance Advisory Committee meeting held on Thursday 2 September 2010.

The meeting was attended by Committee members Stewart Miller (Chairman, Akaroa/Wairewa Community Board), Victoria Andrews, John Davey, William Fulton and Lynda Wallace.

Also in attendance were Kent Wilson (Planner) (10.44am) and Philip Kennedy (Consultant).

The Committee adjourned at 10.37am and reconvened at 10.45am.

1. APOLOGIES

An apology was received and accepted from Dave Margetts (Historic Places Trust).

2. REPORT OF PREVIOUS MEETING**2.1 Ordinary Meeting – 3 June 2010**

The Committee **received** the minutes of the Akaroa Design and Appearance Advisory Committee meeting held on Thursday 3 June 2010.

3. PLANS TO CONSIDER**3.1 Murray Kiely – Akaroa Main Wharf – Proposed Chiller**

The proposed plan and supporting documents had been circulated with the agenda. Mr Kiely wished to receive comments from the committee prior to him processing the application further.

Mr Kiely informed the committee that the proposed building would consist of a structure 4.8 metres in length, 3 metres in width and 2.75 metres in height. The building would be constructed from 100 millimetres insulated white chiller panels and would contain a chiller unit and a retail outlet for the selling of fresh fish. It was also proposed that a fish barbeque would be installed inside the building.

Mr Kiely informed the committee that he was prepared to enter into an agreement with Council that the proposed building would never be extended or be used for any other purpose than what is intended as submitted to this committee. He said he wished to keep the concept simple.

Points of concern raised by the Committee were:

- Signage – a sign would be used only when the business was open for service.
- Colour scheme – it was agreed that blue was too dominate on the wharf and should be more of an industrial colour.
- Bi-folding doors – suggest style of door could be different – not necessary to have glazed doors.
- Roof line – a flat roof preferred over the whole building instead of a “box” design at the back.
- Building size – the building, as proposed, will encroach over the public space foot traffic area of the wharf. It was suggested that the building be more narrow and longer.

- Tables and Chairs - no tables and chairs to be situated around the building
- Awning – not to be a permanent structure but could be rolled back or taken down.
- The building should be relocatable to avoid the risk of it being used for other than a fishing industry related activity in the future, after the current applicant has finished his use of the building.

Members were also concerned that the proposal may set a precedent for other users of the wharf, and that the Council needed to ensure the “Licence to Occupy” lease conditions clearly set out that the use had to be directly linked to the fishing industry. The Committee was informed that a report to the Akaroa/Wairewa Community Board would be required before a lease was finalised.

Members asked that the design be revisited and that the plan be represented to the Committee, taking into account the following comments of the Committee:

- The building be constructed of insulated “Formalin” chiller panels and to be as industrial as possible in design and colour, preferably white.
- The roof be of a flat design over the whole of the building.
- The proposed bi-folding doors be more in keeping with an industrial building.
- A ‘roll away’ canopy be permitted at one end over the windows.
- The building be reduced to 2.4 metres in width but lengthened instead so the building does not encroach onto public space
- All retail components be carried out through the windows or doors.
- No tables or chairs be permitted around the building for public use.

Ms Andrews asked that it be recorded that she was very disappointed that staff had allowed the loss of the existing chiller building on the wharf, which should have been retained.

4. COMMUNITY BOARD ADVISER’S UPDATE

4.1 Beach Road Lighting

A verbal update was given to members regarding the installation of the new lighting proposed for Beach Road.

Members were informed that staff had agreed that one additional 70 watt light was acceptable. The style of the pole was also acceptable, however Connectic has been asked to explain why the lights have to be so high.

Members asked that staff seek information on the colour of the bulb and to keep them informed. It was felt the lighting should be of a soft nature and not too harsh.

4.2 Public Realm Guidelines

A verbal update was given to members regarding the Public Realm Guidelines. Members were informed that the document will be kept as simple as possible and would take into account submissions received.

Members **agreed** that an informal meeting be held on Tuesday 14 September 2010 at the Akaroa Service Centre commencing at 2.30pm in order that members can discuss the Draft Akaroa Places and Spaces Plan, of which the Public Realm Guidelines document is part of.

5. COMMITTEE MEMBERS EXCHANGE OF INFORMATION

5.1 Place de la Poste – Bus Shelter

Members agreed the bus shelter design, which had recently been erected in Place de la Poste, blended in well with the area.

The meeting closed at 11.30am.

STAFF RECOMMENDATION

That the Board receive the minutes of the Akaroa Design and Appearance Advisory Committee meeting held on Thursday 2 September 2010.

11. AKAROA MUSEUM ADVISORY COMMITTEE – 27 SEPTEMBER 2010

General Manager responsible:	General Manager, Community Services DDI 941-8607
Officer responsible:	Akaroa Museum Director
Author:	Edwina Cordwell, Community Board Adviser

PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the Akaroa Museum Advisory Committee meeting held on Monday 27 September 2010.

The meeting was attended by Committee members, Pam Richardson (Chairman), Jane Chetwynd, Elizabeth Haylock and Meri Robinson.

Also in attendance was Lynda Wallace (Museum Director).

1. APOLOGIES

An apology was received and accepted from Victoria Andrews.

2. MINUTES OF PREVIOUS MEETING

- **Fire Bell Tower**

Members were advised that the Museum was able to store the Pelton wheel but could not accommodate the storage of the bell tower, which is presently being stored on the Banks Peninsula Meats site. Staff were asked to investigate possible locations where the bell tower could be securely stored, and once a location was agreed upon then arrangements could be made to have it relocated.

The Committee **agreed** that the Chairman contact Mr Eric Ryder regarding the mechanism of the Pelton wheel to ensure that it is relocated to the Akaroa Museum for safe keeping.

It was suggested that in the meantime a sign could be placed on the bell tower site explaining its history, however staff informed members that, as a heritage item, it may be able to be re-erected sometime in the future.

- **Whale Try-Pots**

The Museum Director informed the Committee that a report on the try-pots had been carried out in 2003 and that she would forward a copy of this document to appropriate staff.

The committee **received** the minutes of the Akaroa Museum Advisory Committee meeting held on 28 June 2009.

3. MUSEUM DIRECTOR'S UPDATE

The Committee received information from the Museum Director on Museum related activities and projects.

- Visitor numbers

Members were informed that the recent earthquake had had a major impact on visitor numbers over the past month. The Museum Director also informed members that visitor numbers from the Christchurch City Council area were now being collected for future reporting and policy-making.

11 Cont'd

- Exhibitions

Members were informed that there is some uncertainty about the *Nga Roimata* exhibition, planned to be shown in Our City during Heritage Week due to damage to the building following the recent earthquake.

- Earthquake – 4 September 2010

Members were informed that no major damage had occurred to the Akaroa Museum building and very few exhibits had broken, however the chimney on Langlois-Eteveneaux Cottage will need rebuilding. Repairs to the plaster in the Custom House will also be required. An application to the Parkinson Trust could be made to assist with these repairs.

- Archaeological Report

Members were informed that an application has been lodged with the Environment and Heritage Committee of the Lottery Board for funding to engage an archaeologist to write a report on the material retrieved from the Museum building site.

- Roof Replacement

Members were informed that funding for the replacement of the roof over the lower gallery of the Akaroa Museum may not be available this year as planned due to capital project funding being diverted into repairing earthquake damaged infrastructure.

The Museum Director thanked all members for their guidance and support over the past three years.

4. FRIENDS OF AKAROA MUSEUM (FOAM) - PRESIDENT'S REPORT

The Committee received information on the following matters:

- Earthquake report

Ms Chetwynd acknowledged the Museum staff and Mary McNutt for their commitment and dedication to the Museum which undoubtedly contributed to the Museum having very little damage following the recent earthquake.

- Oral history and Publications Projects

Members were informed that the publication for the Worsley Trail brochure had been funded by the Akaroa/Wairewa Community Board Discretionary Response Fund.

- Art Acquisitions Committee

Members were updated on the formation of the Art Acquisitions Committee.

- Acknowledgement

The Friends of the Akaroa Museum acknowledged the support it had received from the Committee over the past three years.

5. COMMUNITY BOARD ADVISER'S UPDATE

5.1 Capital Projects

Members were updated on the process regarding capital projects due to the recent earthquake, which meant many projects would be held over and the funding used for emergency business.

6. COMMITTEE MEMBERS' EXCHANGE OF INFORMATION

6.1 Proposed Registration of Te Urupā o Kāti Mamoe ki Ōnuku, Akaroa as a Wāhi Tapu

Members were informed that the Akaroa/Wairewa Community Board as its meeting held on Wednesday 22 September, asked that the Akaroa Museum Advisory Committee consider the proposal and provide any comments to the Board.

The Committee **agreed** to support the proposed registration of Te Urupā o Kāti Mamoe ki Ōnuku, Akaroa as a Wāhi Tapu.

6.2 Letter of Thanks

The Committee **agreed** that the Chairman write to Mary McNutt to thank her for her prompt and efficient response in the early hours of Saturday 4 September, in ensuring the Akaroa Museum and its contents were safe and secure with very little earthquake damage apparent.

6.3 Response Time following Earthquake

The Committee **agreed** that it recommend to the Akaroa/Wairewa Community Board that the Committee's comments be sought in any post-earthquake review of the response to the declared emergency and its impact on Council owned facilities in Akaroa.

The meeting closed at 3.50pm.

STAFF RECOMMENDATION

That the Board receive the minutes of the Akaroa Museum Advisory Committee meeting held on Monday 27 September 2010.

12. SPARC RURAL TRAVEL FUND FOR BANKS PENINSULA

General Manager responsible:	General Manager Community Support , DDI 941-8607
Officer responsible:	Unit Manager Recreation and Sport
Author:	Maggie Button Community Activities Officer

PURPOSE OF REPORT

1. To allocate within the Banks Peninsula area the funds from 2010/11 SPARC Rural Travel Fund.

EXECUTIVE SUMMARY

2. SPARC Rural Travel Funds are provided to encourage participation in sport by young people living in rural communities. It is open to rural sports clubs and rural school teams in areas that have less than ten people per square kilometre. The fund is for young people aged between 5-19 years who require subsidies to assist with transport expenses to local sporting competitions. The fund is not available for travelling to regional or national events. A school club team is defined as one participating in regular local sport competitions in weekends, excluding inter-school and intra-school competitions during school time. A sports club is defined as participating in organised, regular sport competition through membership outside school time. (Refer to extracts from the Rural Travel Fund Guidelines 2010/2011 – **Attachment 3**). 'Local' for Peninsula young people means travelling to other sub-unions such as Ellesmere, Waihora, Lincoln and further a-field to participate in regular competitions.
3. For the 2010/11 funding round SPARC have allocated \$9,500 (excluding GST) for the Banks Peninsula area. Lyttelton and Governors Bay, which have more than ten people per square kilometre are not included. There is an extra amount of \$973.00 carried over from last year due to an unspent grant returned from the Mt Herbert Under 20 Trust.
4. Five per cent of these funds may be allocated to advertising. In October 2010 two advertisements were placed in the local newspapers - one in the Akaroa Mail and one in the Bay Harbour News. The total cost of advertising was \$177.40. All past applicants have been mailed the funding application guidelines and prominent leaders in the community have promoted the opportunity to sporting associations.
5. The closing date of grant applications was 5 November 2010. This was one week later than last year to allow for any interruptions as a consequence of the earthquake.
6. Last year four organisations received funds (refer Summary report – **Attachment 2**). This year four applications have also been received. One each from Diamond Harbour Rugby Football Club, Banks Peninsula Rugby Football Club, Akaroa School and the Tai Tapu Netball Club. The Tai Tapu Netball Club have applied only for the 25 girls who reside in Banks Peninsula.

FINANCIAL IMPLICATIONS

7. The total amount available to distribute is \$10,285.60. The total amount of funds requested is \$10,168.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

8. Yes, the funding has been provided to Christchurch City Council from SPARC and is aligned to The Council's community grants scheme on page 187: "*community grants made on behalf of other organisations.*"

LEGAL CONSIDERATIONS

9. There are no legal considerations

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

10. This funding assists the Council to meet the community outcomes under Recreation on page 56 of the 2009-2019 LTCCP: - "*More people participate in physical and sporting activities.*"

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

11. Yes , as above.

ALIGNMENT WITH STRATEGIES

12. The applications align with the Physical Recreation & Sport Strategy 2002, objective 4.1: *“Sports clubs and associations are meeting the needs of the public”.*

CONSULTATION FULFILMENT

13. Not applicable

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board approves the staff recommendations contained in the attached SPARC Rural Travel Fund Application Matrix 2010/11 (**Attachment 1**), and that the remaining balance of \$117.60 be held over for the 2011/12 funding round.

13. APPLICATION TO THE AKAROA/WAIREWA COMMUNITY BOARD 2010/11 DISCRETIONARY RESPONSE FUND – LITTLE RIVER SUPPORT GROUP

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Unit Manager, Community Support
Author:	Sue Grimwood, Community Development Advisor

PURPOSE OF REPORT

1. The purpose of this report is for the Akaroa/Wairewa Community Board to consider an application for funding from the Little River Support Group from its 2010/11 Discretionary Response Fund.

EXECUTIVE SUMMARY

2. In 2010/11, the total pool available for allocation for the Akaroa/Wairewa Discretionary Response Fund is \$12,799. The Discretionary Response Fund opens each year on 1 July and closes on 30 June the following year, or when all funds are expended.
3. The purpose of the Fund is to assist community groups where the project and funding request falls outside other council funding criteria and/or closing dates. This fund is also for emergency funding for unforeseen situations.
4. At the Council meeting of 22 April 2010, Council resolved to change the criteria and delegations around the local Discretionary Response Fund.
5. The change in criteria limited the items that the local Discretionary Response Fund does not cover to only:
 - (a) Legal challenges or Environment Court challenges against the Council, Council Controlled Organisations or Community Boards decisions;
 - (b) Projects or initiatives that change the scope of a Council project; and
 - (c) Projects or initiatives that will lead to ongoing operational costs to the Council.

Council also made a note that: "*Community Boards can recommend to the Council for consideration grants under (b) and (c).*"

6. Based on this criteria, the application from the Little River Support Group for Community/School pool operating costs is eligible for funding.
7. Detailed information on the application and staff comments are included in the **attached** Decision Matrix.

FINANCIAL IMPLICATIONS

8. There is currently \$12,299 remaining in the Board's 2010/11 Discretionary Response Fund.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

9. Yes, see page 184 of the LTCCP regarding community grants schemes including Board funding.

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with LTCCP and Activity Management Plans, page 172 and 176.

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

12. Yes, see LTCCP pages 176 and 177 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

13. Refer to the **attached** Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board approve a grant of \$2,420 from its 2010/11 Discretionary Response Fund to the Little River Support Group towards pool attendant costs for the Community/School pool.

14. PROPOSED RIGHT OF WAY NAMING

General Manager responsible:	General Manager Regulation & Democracy Services, DDI 941-8462
Officer responsible:	Environment Policy and Approvals Manager
Author:	Bob Pritchard, Subdivisions Officer

PURPOSE OF REPORT

1. The purpose of this report is to obtain the Board's approval to one new right of way name.

EXECUTIVE SUMMARY

2. The approval of proposed new road and right of way names is delegated to Community Boards.
3. The Subdivision Officer has checked the proposed names against the Council's road name database to ensure it will not be confused with names currently in use.

G Rhodes Subdivision Poranui Beach Road

This subdivision creates eight new residential allotments, with access from Poranui Beach Road via a new private mutual right of way (see **Attachment 1**). The subdivision also creates Lot 9 as a Historic Reserve of 585 square metres to be vested in the Council. A walkway is provided from Lake Terrace Road (Lot 10) and the right of way will allow public access (on foot) over the right of way, which will provide additional access to the reserve from Poranui Beach Road. The applicant has submitted the name **Price's View** after Aggie Price and the Price family. The Price family have a very long association with this locality, with Aggie's Grandfather trading timber with the local iwi at Little River, he was reputed to have been the first European to spend a night at the Kaiapoi Pa. The Price Family farmed Sections 37, 39 and 40 of the Kinloch settlement from 1908 to 1964, the farm comprised 184 Hectares of hill country above Lake Forsyth, adjoining the Oruaka Pa, with the farmhouse sitting on Section 37, on the lower slopes near the lake edge. Aggie's father died when she was only seven and she and her mother and sisters took over the running of the farm. After a while however, it was only Aggie and her mother working the farm. Aggie turned 91 recently, and now lives in Halswell, but she still clearly remembers the farm and local characters, and getting out the old Landrover in the middle of the night to search for lost children. The farm sat across the Lake Forsyth inlet, and the subdivision and new right of way would have been clearly in the "Prices View" from the farmhouse.

4. It is usual to label Private Rights of Way as "Lanes", however, there are quite a few names in existence now where the label should have been Lane, but as the alternate name describes the topography, the use of labels such as "View, Terrace, Heights" etc have been accepted in place of Lane. In use in Christchurch now, are Plains View, Valley View, Kaikoura View, The Rise and The Terrace. In Akaroa there are Julius Place, Newton Place, Rue de Malmanche and Chemin Du Nache. Lyttelton has Endeavour Place, Norton Close and Hylton Heights. All are Private Rights of Way.

FINANCIAL IMPLICATIONS

5. There is no financial cost to the Council. The administration fee for road naming is included as part of the subdivision consent application fee, and the cost of name plate manufacture is charged direct to the developer.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

6. Not applicable.

LEGAL CONSIDERATIONS

7. Council has a statutory obligation to approve road names.

Have you considered the legal implications of the issue under consideration?

8. Yes. There are no legal implications.

14 CONT'D

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

9. Not applicable.

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

10. Not applicable.

ALIGNMENT WITH STRATEGIES

11. Not applicable.

Do the recommendations align with the Council's strategies?

12. Not applicable.

CONSULTATION FULFILMENT

13. Where proposed road names have a possibility of being confused with names in use already, consultation is held with Land Information New Zealand and NZ Post. In this case, the Subdivision Officer - Road Naming does not believe these names will cause confusion, therefore Land Information NZ and NZ Post have not been consulted in this instance.

STAFF RECOMMENDATION

It is recommended that the Board consider and approve the proposed private right of way Name, **Price's View** for the proposed new right of way on Poranui Beach Road, and recommend the use of "View" in place of "Lane".

BACKGROUND (THE ISSUES)

14. There are no issues.

THE OBJECTIVES

15. Approval by the Community Board of the right of way name proposed in this report.

THE OPTIONS

16. Decline the proposed name and require alternative names to be supplied.

THE PREFERRED OPTION

17. Approve the names as submitted by the applicant, and as recommended by staff above.

15. WAIHORA ELLESMERE TRUST MEMORANDUM OF UNDERSTANDING

General Manager responsible:	General Manager, Strategy and Planning, DDI 941-8281
Officer responsible:	Programme Manager, Healthy Environment
Author:	Clive Appleton, Team Leader Natural Environment

PURPOSE OF REPORT

1. The purpose of this report is to seek the Community Boards support for the Council to enter into a Memorandum of Understanding (MoU) (**attached**) with the Waihora Ellesmere Trust (WET).

EXECUTIVE SUMMARY

2. In response to concerns about the decline in the water quality of Te Waihora/Lake Ellesmere, an Issues group was formed in 2002. This group represented a wide range of interests and they met regularly over two years and consulted widely to develop a vision and Strategy for the future management of the lake and catchment. To implement the Strategy a charitable trust was formed in 2003 – Waihora Ellesmere Trust (WET). WET's purpose is to facilitate and encourage the implementation of the Community Strategy and with the Strategy including such a broad range of goals, targets and actions, this means that WET is involved in many different projects and works with many different agencies and organisations. WET is made up of over 90 members from all sectors of the community, and is governed by 15 trustees elected from the membership. WET employs a General Manager and part time Education Officer.
3. As a result of a deputation given by WET to the Council on 7 September 2006, the Council resolved for a report to be undertaken to investigate the Council entering into an MoU with WET.
4. In August 2009, the WET Chairperson met with the Mayor and extended an invitation to Christchurch City Council (also by letter), to enter into an MoU, for the purposes of:
 - Working together towards achieving the vision and objectives of the Trust; and
 - Actively seeking and encouraging co-operation and participation by other individuals and organisations with an interest in the lake to contribute to the achievement of the visions and objects of the Trust.
5. Once received, the draft MoU was reviewed alongside Council operations and relevant Council policy and strategy documents including the Healthy Environment Strategies. Recommended changes to the MoU were forwarded to WET for their consideration and have subsequently been accepted, as presented here in the attached, final MoU.
6. The common intention of the parties in entering into the MoU (**attached**) is to:
 - Work together towards achieving the vision of WET set out in Background E and the objects of WET set out in Background F; and
 - Actively seek and encourage co-operation and participation by other individuals and organisations with an interest in the lake to contribute to the achievement of the visions and objects of WET;
provided these goals are consistent with the terms of the Council's Long Term Council Community Plan.

FINANCIAL IMPLICATIONS

7. There are no binding requirements of the Council in the MoU to provide WET with funding, see MoU section 6, Funding and Reporting.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

8. Yes, see section 9 below.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

9. Yes, Council's statutory obligations are recognised in Agreement section 1.3 of the MoU, to take priority over the MoU with WET. This section states: "The Council is subject to statutorily imposed roles and duties. The carrying out of these roles or duties must take priority over this Memorandum of Understanding if there is an actual or perceived conflict".

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

10. In section 2, Goals of the MoU, there is a caveat to ensure that Council's involvement "is consistent with the terms of the Council's Long Term Council Community Plan [LTCCP]".

ALIGNMENT WITH STRATEGIES

11. The goals of the MoU are for the Council to work with WET to achieve its vision for Te Waihora/Lake Ellesmere (see attached section E). This vision is in keeping with the Council's Surface Water, Biodiversity and Public Open Space Strategies.

CONSULTATION FULFILMENT

12. Mahaanui Kurataiao (MKT) are informing local Runanga of the Council's consideration to enter into an MoU with WET.

STAFF RECOMMENDATION

13. It is recommended that the Council enters into the MoU (**attached**) with the Waihora Ellesmere Trust.

BACKGROUND

14. The Waihora Ellesmere Trust was established in 2003. The Trust developed from a group known as the Lake Issues Group that was originally brought together by ECan to discuss issues relating to Lake Ellesmere and in particular the lake opening regime. The Lake Issues Group developed a "Community Strategy for the Future Management of Lake Ellesmere/Te Waihora and its Tributaries".
15. In 2006 Christchurch City Council's amalgamation with Banks Peninsula District Council saw it take on management of hill country land and part of the coastal land around Te Waihora/Lake Ellesmere.
16. In that same year, Council joined the Interagency Management Group, established by Environment Canterbury (ECan), to develop the Lake Ellesmere Catchment Management Strategy. Membership of the interagency group consists of the Department of Conservation, Environment Canterbury, Selwyn District Council, Christchurch City Council, Fish and Game, Ministry of Fisheries and Te Rūnanga o Ngāi Tahu.
17. As a member of the interagency group, the Council signed a joint MoU with partners, agreeing:
 - To co-operate to prepare a non-statutory management plan for the Waihora/Lake Ellesmere catchment;
 - To work with the community through the Waihora Ellesmere Trust; and
 - To implement relevant components through their statutory powers.

Environment Canterbury holds the Interagency Management Group meetings approximately three times a year.

18. Currently, WET has separate MoUs in place with a number of the Interagency Management Group members and considers that these MoUs are distinctly different enough in their objectives, so that it is not practical to have a joint interagency MoU.

15 Cont'd

19. The Council's direct involvement with WET, outside of the Interagency Management Group, has been limited. The Council's funding for WET activities to-date has been for the following items:
- \$15,000 for the 2007 Living Lakes Symposium;
 - \$1,125 for publication of the Te Waihora State of the Lake and Future Management (2009), book and CD;
 - \$1,000 annually to WET for administration support to the Interagency Management Group.

16. ELECTED MEMBERS' REMUNERATION 2010/11

General Manager responsible:	General Manager Regulation & Democracy Services, DDI 941- 8462
Officer responsible:	Democracy Services Manager
Authors:	Lisa Goodman, Unit Manager

PURPOSE OF REPORT

1. The purpose of this report is to enable the Council to formulate a proposal to be submitted to the Remuneration Authority for the payment of remuneration to elected members for the balance of this financial year; up until 30 June 2011.

EXECUTIVE SUMMARY

2. Currently the remuneration pool for the elected members of the Christchurch City Council and its eight community boards has been fixed at \$1,472,123 for the 2010/11 financial year. This excludes the Mayor's gross salary of \$168,700 which has already been fixed by the Remuneration Authority.
3. Based on the rules and principles set by the Remuneration Authority the Council is now required to determine how it proposes to allocate the pool amongst the fifty three elected members (Councillors and Community Board members) for the balance of the 2010/11 financial year and, once decided by the Council, submit its proposal to the Remuneration Authority for approval. That approval must be given before the Council can implement its proposed remuneration structure. The proposal will cover the period between the date on which current elected members took office (Friday 15 October) and 30 June 2010.

4. Given that:

- (a) the total amount of the remuneration pool is unchanged from the previous financial year, and
- (b) the Remuneration Authority has previously set out its views on the remuneration ratio between Councillors and Community Board members, including a distinction between metropolitan and rural Community Boards,

it is proposed that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be continued at the same levels as those immediately prior to the election, i.e. retain the status quo.

5. All Community Boards have been consulted on the contents of this report.

FINANCIAL IMPLICATIONS**Do the Recommendations of this Report Align with 2006-16 LTCCP budgets?**

6. Sufficient provision has been included in the 2010/11 Annual Plan for all elected member salaries to be continued at or about their present levels, until 30 June 2011.

LEGAL CONSIDERATIONS**Have you considered the legal implications of the issue under consideration?**

7. The principal statutory provisions which apply in this instance are the Seventh Schedule of the Local Government Act 2002, and the Remuneration Authority Act 1977. Once this Council's 2010/11 remuneration proposal (or any variation thereof) has been approved by the Remuneration Authority, it will be gazetted via the Local Government Elected Members' Determination 2011.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2006-16 LTCCP?

8. Page 156 of the LTCCP, level of service under Democracy and Governance refers.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

9. Not applicable.

CONSULTATION FULFILMENT

10. The Council's proposal for remuneration must be received by the Remuneration Authority no later than February 2011 so that the Authority can issue its final Determination for this year. This has meant there has been sufficient time to consult with all Community Boards and seek their views which will be included in this report when it is submitted to the Council.
11. In submitting its proposal to the Remuneration Authority, the Council is required to notify the Authority of:
- (a) details of any dissent at Council;
 - (b) details of any dissent from its community boards.
12. Any person (including individual community boards) also has the ability to express any opposing views they might have on the Council's final proposal direct to the Remuneration Authority. Although there is no set closing date for the lodging of such submissions with the Authority, they should be lodged as soon as possible after the Council has reached a final decision on its preferred remuneration structure, as the Authority intends to deal with each application within a relatively short time-frame.

STAFF RECOMMENDATION

13. It is recommended that the Council:
- (a) Adopt the salary only model as its basis of remuneration for elected members of the Christchurch City Council for the remainder of the 2010/11 financial year.

Note: The remuneration framework requires all community board members to be paid an annual salary (i.e. there is no provision for the payment of meeting fees to community board members).
 - (b) Recommend to the Remuneration Authority for its approval that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be retained at the same ratios as those for 2008/09, 2009/10 and the three month period leading up to the 9 October local body elections, i.e. that the status quo be retained.
 - (c) Note that the Remuneration Authority must be advised of any dissent expressed by members of the Council or its Community Boards in relation to the Council's final proposal.

BACKGROUND (THE ISSUES)

Remuneration Framework

14. The Remuneration Authority is responsible for setting the salaries of elected local government representatives (clause 6 of Schedule 7 of the Local Government Act 2002 refers).

16 Cont'd

15. A brief summary of the remuneration framework and the rules and principles under which the Remuneration Authority works is **attached**.
16. The indicative pool for Christchurch City Council elected member remuneration in the remainder of 2010/11 is \$1,472,123. This is for the total remuneration for the Deputy Mayor and Councillors, and 50 per cent of the total remuneration paid to **elected** Community Board members (excluding Councillors as they have been appointed by the Council to community boards). Fifty per cent of the total remuneration paid to elected community board members is paid outside the pool.
17. Only one salary is payable to elected members. Thus, a Councillor who serves as an appointed member of a Community Board is paid a Councillor's salary only, and receives no additional payment for serving on the Community Board.
18. Directors' fees paid to Councillors who serve as directors of Council-controlled organisations cannot be taken into account when considering Councillors' remuneration. The directors' fees paid to such Councillors reflect their service as directors of the companies concerned, rather than their role as Councillors.
19. The Mayor's salary is set independently by the Remuneration Authority, and is not included within the pool. Where a Mayor has partial or full private use of a car provided by the Council (as is the case in Christchurch), the Mayor's gross salary is reduced by an amount which reflects both the extent of private use and the value of the car supplied.

Prior to Election: Determination

20. The salaries that applied to Christchurch City Council elected members for the 2009/10 (excluding the Mayor), carried over to the period up to Friday 15 October (the date current elected members came into office), were:

	Total Positions	Individual Salary	Totals
Deputy Mayor	1	\$99,571	\$99,571
Councillors	12	\$86,249	\$1,034,988
<i>Total Councillors salaries</i>	<i>13</i>		<i>\$1,134,559</i>
City CB Chairs	6	\$24,270	\$145,620
BP CB Chairs	2	\$16,018	\$32,036
City CB members	24	\$16,989	\$407,736
BP CB members	8	\$11,216	\$89,728
<i>Total CB salaries</i>	<i>40</i>		<i>\$675,120</i>
<i>less 50% outside pool</i>			<i>\$337,560</i>
Total paid from pool			\$1,472,119

21. Factors underlying the rationale given previously by the Remuneration Authority in 2007 for approving the above ratio between Councillors and Community Boards, and Deputy Mayor and Councillors, are as follows:
 - (a) The size, complexity and in particular the accountability of the Councillors' role, especially compared to that of the members of Community Boards
 - (b) Maintaining a margin between the remuneration of the Deputy Mayor and that of a Councillor
 - (c) City Community Board Chairs – maintaining relativity with other urban Community Board Chairs

- (d) Maintaining a 70 per cent relationship between the remuneration of Community Board members and that of the Board Chairs
- (e) The remuneration for Chairs of the Peninsula Community Boards is well above the norm for chairs of rural community boards, but as part of Christchurch City there is a wider role for both the chairs and members, and a corresponding extra time commitment, which may not be faced by members of other rural community boards.

Post Elections: Interim Determination

22. The Remuneration Authority has already made an interim determination called the Local Government Elected Members (2010/11) (Except Auckland) Determination 2010 (SR2010/245). This interim determination is for the period from 15 October 2010 (when Councillors and elected Community Board members came into office) which provides for the payment of the following salaries to elected members of the Christchurch City Council in the immediate post election period:

Position	Annual Salary
Mayor	\$158, 527 (less adjustment for value of car supplied)
Councillors	\$69,000 (80% of previous levels)
Community Board members (metro)	\$15,300 (90% of previous levels)
Community Board members (Banks Peninsula)	\$10,000

23. These interim salaries will apply up until the date on which the Council has reached a decision on the preferred allocation of the indicative remuneration pool and the Council's agreed proposal has been submitted to and approved by the Remuneration Authority. Any increases applicable (including those relating to the positions of Deputy Mayor and Community Board Chairs) can then be backdated. The likely timing of the Authority's decision, which will be set out in its Determination, is February or March 2011.

Basis of Remuneration

24. Although it is possible for the Council to recommend the payment of a mixture of salary and meeting fees to Councillors, community board members must be paid on a salary only basis, without meeting fees.
25. Christchurch City Council has had a salary only basis for remuneration of all its elected members since 2004.

REMUNERATION STRUCTURE FOR REMAINDER OF 2010/2011

26. Given that:
- (a) the total amount of the remuneration pool is unchanged from the previous financial year, and
 - (b) the Remuneration Authority has previously set out its views on the remuneration ratio between Councillors and Community Board members, including a distinction between metropolitan and rural Community Boards,

it is proposed that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be continued at the same levels as those immediately prior to the election, i.e. retain the status quo.

27. While there are many possible options that can be provided on this topic (such as a mix of salary and meeting fees and other differences between elected members), given the Remuneration Authority's previous determinations staff are recommending that the 2009/10 relativities between elected members set out in paragraph 20 continue and be adopted by the Council as set out in the staff recommendation.

17. ELECTED MEMBERS EXPENSES AND ALLOWANCES 2010/11

General Manager responsible:	General Manager Regulation and Democracy Services DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	Lisa Goodman, Unit Manager

PURPOSE OF REPORT

1. The purpose of this report is to enable the Council to formulate a proposal to be submitted to the Remuneration Authority for its approval for the payment of expenses and allowances by the Council to elected members for the balance of this financial year, up until 30 June 2011.

EXECUTIVE SUMMARY

2. The Remuneration Authority has issued the Local Government Elected Members (2010/11) (Except Auckland) Determination 2010. As well as dealing with salaries (the subject of a separate report) the Determination also provides for the payment to elected members of reimbursement of expenses and the payment of allowances. These expenses and allowances are the subject of this report.
3. The Council is required to seek the Remuneration Authority's approval for any amendments to the allowances and expenses previously approved by the Authority. In doing so, the Council must take into account the Determination for 2010/11. For the first time, the Remuneration Authority has incorporated the issues of communications and travel time allowances in its Determination.
4. Overall, staff are recommending that the previous allowances and expenses for 2009/10 (**see Attachment 1**) be continued, with exceptions to the following three areas: Communications, Vehicle Mileage, and Travel Time. It is also proposed to amend slightly the wording around elected member travel, training and courses, to provide greater clarification of circumstances when Council approval is needed or not. The proposed schedule for 2010/11 to be submitted to the Remuneration Authority for approval is set out in **Attachment 2**. The differences between the previous wording and proposed wording is shown in blue text in Attachment 2.

FINANCIAL IMPLICATIONS**Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?**

5. Sufficient provision has been included in the 2010/11 Annual Plan for all elected member expenses and allowances to be paid as proposed.

LEGAL CONSIDERATIONS**Have you considered the legal implications of the issue under consideration?**

6. The principal statutory provisions which apply in this instance are the Seventh Schedule of the Local Government Act 2002, and the Remuneration Authority Act 1977.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?**

7. Page 156 of the LTCCP, level of service under Democracy and Governance refers

ALIGNMENT WITH STRATEGIES**Do the recommendations align with the Council's strategies?**

8. Not applicable.

CONSULTATION FULFILMENT

9. All Community Boards are being consulted on the recommendations of this report.

STAFF RECOMMENDATION

10. It is recommended that the Council resolve to submit to the Remuneration Authority for its approval the proposed rules and policies for the reimbursement of elected member expenses and allowances described in **Attachment 2** of this report (attached).

BACKGROUND (THE ISSUES)

11. The 2010 Determination provides that the Council may:
- (a) reimburse expenses in accordance with the expenses rules, and
 - (b) pay allowances in accordance with rules approved by the Remuneration Authority.
12. A copy of the previous expenses approved by the Remuneration Authority that applied for the 2009/10 year is attached as **Attachment 1**. The Council is required to seek the Remuneration Authority's approval for any amendments to the allowances and expenses previously approved by the Authority. In doing so, the Council must take into account the Determination for 2010/11. This Determination, which sets out the remuneration for elected members, is a legal ruling with the same effect as a statutory regulation, which all Councils (except Auckland which has its own Determination) are required to follow. It is to apply for the period from immediately after elected members come into office (Friday 15 October 2010) up to 30 June 2011. For the first time, the Remuneration Authority has incorporated the issues of communications and travel time allowances in its Determination.
13. Overall it is proposed that the previous allowances and expenses be continued, with exceptions to the following three areas: Communications, Vehicle Mileage, and Travel Time. It is also proposed to amend slightly the wording around Councillors' discretionary allocation of \$4,000 for training and courses, to provide greater clarification of circumstances around when Council approval is needed or not. More detail and the rationale underlying each of these issues is set out below.

Communications Allowance

14. Unlike previous years, the Remuneration Authority has explicitly addressed the issue of communications allowances in its Determination for 2010/11, which states:
- (1) *"A local authority may, in accordance with this clause, pay a communications allowance to its members, and, in the case of a district council or a city council, the members of community boards situated within its district, towards the expenses of all or any of the following:*
 - a) *a mobile telephone*
 - b) *a computer or ancillary equipment*
 - c) *an Internet connection.*
 - (2) *The maximum amount of the allowance is \$500 for the period beginning with the commencement of this determination and ending on the close of 30 June 2011.*
 - (3) *A communications allowance is not payable to the extent that the local authority provides the member with any of the following:*
 - a) *the use of a mobile telephone*
 - b) *the use of a computer or ancillary equipment*
 - c) *an Internet connection."*

17 Cont'd

15. In terms of the level of the communications allowance, the amount of \$500 for the remainder of 2010/11 equates to \$750 per annum. The Authority has indicated in correspondence to local authorities that:

“Most people have a home computer with internet connection, a home telephone and a mobile phone and would have these even if they were not elected members. The allowance is intended to meet any extra costs, over and above normal ownership, that may be incurred because of their duties as elected members. This could cover such things as increased mobile phone usage, increased internet usage, or extra costs of printing inks. The Authority considers the amount of \$500 would more than cover the cost of those additional usages”.

16. After examining the Authority’s Determination and seeking further clarification from Authority members, and taking into account past practice at the Christchurch City Council in terms of both provision of equipment and ratios between Councillors and Community Board members, staff have provided advice to incoming elected members on options available. These recommended options are set out on page 7 of **Attachment 2** – the proposed schedule of expenses and allowances to apply for the remainder of 2010/11.

Vehicle Mileage Allowance and Travel Time Allowance

17. During the past 12 months the Remuneration Authority has reviewed its previous decisions around the payment of a Vehicle Mileage allowance. The provisions of the 2010/11 Determination are unchanged in this regard; that an allowance may be paid to a maximum amount of \$0.70 per kilometre to elected members, provided that:

- (a) the member travels in his or her own vehicle, and by the most direct route reasonable in the circumstances: and
- (b) is on the local authority’s business.

18. In addition to the above conditions, however, the Authority has advised in subsequent correspondence to local authorities that the rules for expenses and allowances relating to Vehicle Mileage should cover:

- (a) A **threshold of distance travelled for any one event** (a threshold of 30 kilometres or more with only distance in excess of the threshold qualifying for payment will have automatic approval), and
- (b) The **maximum payment to any one elected member in a year** (a maximum of 5,000 kilometres claimed in any one year will have automatic approval), and
- (c) The allowance per kilometre (must be less than or equal to \$0.70 per kilometre).

19. Also for the first time the Remuneration Authority has advised that an allowance for time travelling on Council business is payable. The Authority’s Determination states:

“1) A local authority may, in accordance with this clause, pay a travel time allowance to the following persons:

- a) its members; and*
- b) in the case of a district to council or a city council, the members of community boards situated within its district.*

- 2) The local authority may pay a travel time allowance for travel by the member, including travel to and from the member’s residence, if the travel is –*

- a) on the local authority’s business; and*
- b) by the quickest form of transport reasonable in the circumstances.*

- 3) The maximum amount of the allowance is \$15.00 per hour.”*

17 Cont'd

- 4) *However, a member who can properly be regarded as being a full-time member is not entitled to be paid a travel time allowance.*
20. In addition to the conditions in paragraph 19 above, the Authority has advised that the rules for Travel Time Allowance should cover:
- (a) A **threshold of travel time for any one event** (a threshold of two hours or more with only time in excess of the threshold qualifying for payment will have automatic approval), and
 - (b) The **maximum payment to any one elected member in a year** (a maximum of 100 hours claimed in any one year will have automatic approval) and
 - (c) The allowance per hours of travel time (must be less than or equal to \$15.00).
21. In correspondence to local authorities providing further guidance on its Determination, the Remuneration Authority advises that in relation to travel time and vehicle mileage:
- (a) It is generally accepted that a person in a full time job does not get paid for travelling to and from work or for extra time that may be needed for travel on employment business. The Authority does not intend giving a definition of "full time" for the purposes of the Travel Time Allowance, as it expects each local authority to decide whether a position can properly be regarded as full time or not. It does invite local authorities to consider things such as:
 - (i) would a person in the position, if carrying out their duties to a high standard, have any time for other paid employment?
 - (ii) would ratepayers expect the person to be full time in their role?
 - (b) A Council can set a Vehicle Mileage threshold which best reflects its unique geography. The Authority would be unlikely to agree to a threshold less than 30 kilometres.
 - (c) A maximum distance of more than 5,000 kilometres in any one year for one member could be paid provided the geographical nature of the region warrants it; a case would need to be made to justify it.
 - (d) "One event" means one council meeting or one event which the member is expected to travel to and attend as part of their duties. The travel to and from the event would be a single trip, or if the round trip was in excess of the threshold then a payment could be made.
22. Before considering this Council's proposal to the Remuneration Authority on the issue of Vehicle Mileage Allowance, it is worth considering the number and level of allowances claimed by elected members for vehicle mileage in the past. Section 5 of attachment one outlines the previous rules for mileage allowance claimed; the type of Council meetings or events for which mileage allowance could be claimed.
23. For the 2009/10 year:
- (a) A total of nine Councillors claimed the allowance. The total kilometres claimed by any one Councillor ranged from 130 kilometres to 13,831. The highest amounts claimed were by the Councillor for Banks Peninsula, reflecting the mileage travelled to attend meetings around the Peninsula, followed by the Deputy Mayor.
 - (b) A total of 13 Community Board members claimed the allowance, seven of which were on Banks Peninsula Community Boards. The total kilometres claimed by any one Board member ranged from 400 (a city Community Board member) to 7,000 (a Banks Peninsula Community Board Chair). The kilometres claimed for any one event ranged from three kilometres (city Community Board members) to 188 kilometres (Banks Peninsula Community Board members).

17 Cont'd

24. Taking into account the Remuneration Authority's comments regarding thresholds in paragraphs 17 to 21 above, the full time nature of a position in paragraph 21, and the information in paragraph 23 on previous patterns of travel and claims for mileage allowance, the following is proposed for inclusion in the rules to be proposed to the Remuneration Authority under the heading "Travel Time and Mileage allowances":
- (1) For all elected members, reimbursement at \$0.70 per kilometre for car running associated with attendance at Council related meetings or events, with:
 - (a) a minimum threshold of distance travelled being 30 kilometres for any one round trip, with only distance in excess of this threshold qualifying for payment, and
 - (b) a maximum threshold of 5,000 kilometres that can be claimed by any one elected member in any one year, with the exception of the Councillor for Banks Peninsula, who is able to claim a maximum of 8,000 kilometres.
 - (2) For Community Board members only, reimbursement at \$15 per hour for travel time for any one Council related meeting or event, with:
 - (a) a minimum threshold of two hours of time travelled for any one round trip, with only time in excess of this threshold qualifying for payment, and
 - (b) a maximum of 100 hours that can be claimed in any one year.
25. The above proposal is based on the following assumptions:
- (a) Councillors would be viewed as having a full time position, and
 - (b) a case can be made to the Remuneration Authority that given the geography of the Banks Peninsula and the distances to travel around the ward and between the ward and Civic Offices in the city, the Councillor for the Banks Peninsula ward will incur greater distances and longer period of time for travelling, as evidenced by claims made in 2009/10.

Clarification of Travel and Attendance at Conferences and Courses

26. In the previous term, questions of clarification were raised with regard to the provisions of section 6.4 of the schedule of allowances and expenses, that relates to Travel and Attendance at Conferences/Courses/Seminars (pages 3-5 of attachment one). Specifically the questions related to when Council approval is required for travel undertaken by individual Councillors, and for costs of Community Board travel/conference attendance when representing the Council. The intent of the previous provisions remains the same; section 6.4 of attachment two has been redrafted to ensure greater clarity around the different scenarios when travel and attendance at conferences is undertaken by any elected member.

18. AKAROA/WAIREWA COMMUNITY BOARD – GOVERNANCE ARRANGEMENTS FOR 2010/13 TERM

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of the report is to seek the adoption of a governance structure for the Akaroa/Wairewa Community Board for the 2010/13 term.

EXECUTIVE SUMMARY

2. At an informal gathering on 17 November 2010, Board members discussed possible governance structures for the 2010/2013 term.
3. Members agreed that the Committee structure in the previous term was effective, and accordingly should be continued for the current term, although they also wished to consider the establishment of an additional Reserve Management Committee, and to explore the establishment of a committee to consider health related issues.
4. In the previous term the Akaroa-Wairewa Community Board had three Committees plus nine subcommittees (the Reserve Management Committees), as follows:

Akaroa Design and Appearance Advisory Committee

The Terms of Reference for this Committee (including its membership) are attached as **Attachment 1**. The Terms of Reference were reviewed and significantly updated in March 2009 and the membership regarding consultants was amended in May 2010.

Under the terms of reference the Committee continues undischarged until *“three months from the coming into office of the members of the community board, elected or appointed at, or following each triennial general election”*, which for this term is three months from 15 October 2010 – i.e. 15 January 2011.

The Committee had the delegation to set its own meeting schedule, which for 2010 was the first Thursday of each month, commencing at 10.30am

Akaroa Museum Advisory Committee

The Terms of Reference for this Committee (including its membership) are attached as **Attachment 2**. The functions of the Committee are also included under the Terms of Reference.

The term of the Committee membership was *“for three years, coinciding with the triennial Local Authority term”*, which for this term means the membership ceased as at 9 October 2010.

The Committee had the delegation to set its own meeting schedule which for the last term was the fourth Monday of every third month, (with the December meeting being brought forward to November) and commencing at 2.30pm.

The Terms of Reference for this Committee are rather outdated, as they have not been reviewed for some time. If the Board resolves to appoint a Museum Advisory Committee for the current term, it may wish to consider whether the terms of reference are reviewed and updated. For instance “responsibilities” should perhaps be replaced with “delegations” with the Board resolving what those delegations will be.

Sale of Liquor Committee

The Sale of Liquor Committee was appointed to comment, if necessary, on the liquor licences applied for within the Board area. Comment is only made if the committee members have concerns regarding the application or are aware that there are issues in the community relating to that particular application. The authority to make the comments is through a delegation given to the Community Boards by the Council.

It was very seldom that the committee exercised its right to comment. Regular meetings were not scheduled, however a meeting could be convened in instances where the Committee is aware of problems caused in the community which are attributable to existing licence holders. Then a meeting can be arranged between the parties to try and solve the problems before a licence is re-issued.

Details relating to liquor licence applications were circulated to the committee members by email because there is a reasonably tight timeframe within which to make comment.

In the previous term the Community Board resolved to:

- appoint Board members Pam Richardson and Bryan Morgan to the Akaroa-Wairewa Community Board Sale of Liquor Committee.
- delegate to the Sale of Liquor Committee the authority to carry out the Board's delegations from Council in regard to Sale of Liquor issues.
- appoint the Board Chairman as an ex-officio member of the Sale of Liquor Committee.
- grant the Sale of Liquor Committee the power to co-opt additional Board members as required.

Reserve Management Committees

In December 2007 the Community Board resolved to establish a number of Reserve Management Committees as subcommittees. The Committees had previously been subcommittees of the Council and the former Banks Peninsula District Council. The Akaroa/Wairewa Board established the following nine subcommittees:

- Ataahua Reserve Management Committee
- Awa-iti Reserve Management Committee
- Duvauchelle Reserve Management Committee
- Le Bons Bay Reserve Management Committee
- Little Akaloa Reserve Management Committee
- Okains Bay Reserve Management Committee
- Pigeon Bay Reserve Management Committee
- Robinsons Bay Reserve Management Committee
- Stanley Park Reserve Management Committee

The Committees *"are not discharged on the coming into office of the members of the community board elected or appointed at, or following, the next triennial general election"*, however the members of the Committees are. Triennial election meetings are held in the month following the local authority election and proposed members are subsequently approved by the Community Board. The consideration of the proposed members for the Reserve Management Committees is included under Item 8 of this agenda.

The Terms of Reference and Delegations for the Reserve Management Committees are attached as **Attachment 3** and **Attachment 4**.

5. In June 2010 the Council adopted the Garden of Tane Reserve Management Plan which included the following:

Objective 3.8 Establish a Reserves Management Committee for the Garden of Tane
Policies 3.8.1 A Reserves Management Committee is to be established for the Garden of Tane in line with the Council's Reserves Management Committee Terms of Reference, Delegations and Handbook.

As part of its governance structure deliberations, the Board has agreed to consider whether to establish a Garden of Tane Reserve Management Committee in accordance with the objective and policy included in the Reserve Management Plan.

18 Cont'd

6. The Board has also indicated that it wishes to investigate the establishment of a committee to consider health related issues, but as a first step to establish a working party to make recommendations to the Board on what membership and functions such a committee would have.
7. In regard to the frequency of meetings, the Board has noted that during the previous term some of the other community boards had held two ordinary meetings in each calendar month. This allowed for all items of business to be progressed on a regular basis. The minutes/report of the Board meeting were confirmed at the following fortnightly Board meeting and then referred on to the next appropriate Council meeting. In addition to the decision-making Board meetings, some Boards also scheduled seminars (if necessary) at the conclusion of one of the monthly meetings or prior to the commencement of the meeting. Seminars provide an opportunity for Board members and staff to have an in-depth discussion on issues where no decisions at that time, are required.
8. In the previous term the Board held one meeting per calendar month, however Board members have indicated they wish to consider holding two meetings per month, so that Board reports/minutes can be presented to Council in a more timely manner.

FINANCIAL IMPLICATIONS

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

9. Provision is made in the 2009–19 LTCCP on page 156 for the elected member representation and governance support.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

10. Clause 30 of Schedule 7 of the Local Government Act 2002 provides that community boards may appoint committees that it considers appropriate and clause 32 (3) of the same schedule provides for community boards to delegate powers to a committee.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Page 156 of the LTCCP level of service under democracy and governance.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

12. Not applicable.

CONSULTATION FULFILMENT

13. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board give consideration to approving its governance structure for the 2010/13 term, as set out in paragraphs 4 to 7 above.

19. APPLICATION TO AKAROA/WAIREWA COMMUNITY BOARD 2010/11 DISCRETIONARY RESPONSE FUND – CHRISTMAS PACKS

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Community Support Unit Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of this report is for the Akaroa/Wairewa Community Board to consider an application for funding from its 2010/11 Discretionary Response Fund for the Board to purchase Christmas packs.

EXECUTIVE SUMMARY

2. In 2010/11, the total pool available for allocation for the Akaroa/Wairewa Discretionary Response Fund is \$12,799. The Discretionary Response Fund opens each year on 1 July and closes on 30 June the following year, or when all funds are expended.
3. The purpose of the Fund is to assist community groups where the project and funding request falls outside other council funding criteria and/or closing dates. This fund is also for emergency funding for unforeseen situations.
4. At the Council meeting of 22 April 2010, Council resolved to change the criteria and delegations around the local Discretionary Response Fund.
5. The change in criteria limited the items that the local Discretionary Response Fund does not cover to only:
 - (a) Legal challenges or Environment Court challenges against the Council, Council Controlled Organisations or Community Boards decisions;
 - (b) Projects or initiatives that change the scope of a Council project; and
 - (c) Projects or initiatives that will lead to ongoing operational costs to the Council.

Council also made a note that: "*Community Boards can recommend to the Council for consideration grants under (b) and (c).*"
6. Based on this criteria, the application from the Akaroa/Wairewa Community Board for Christmas packs is eligible for funding.
7. Detailed information on the application and staff comments are included in the **attached** Decision Matrix.

FINANCIAL IMPLICATIONS

8. There is currently \$12,299 remaining in the Board's 2010/11 Discretionary Response Fund.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

9. Yes, see page 184 of the LTCCP regarding community grants schemes including Board funding.

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with LTCCP and Activity Management Plans, page 172 and 176.

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

12. Yes, see LTCCP pages 176 and 177 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

13. Refer to the **attached** Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board declines the application from itself for Christmas packs.

20. BOARD REPRESENTATION ON OUTSIDE ORGANISATIONS AND COMMITTEES

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of this report is to invite the Board to give consideration to the appointment of Board representatives on local outside organisations and committees.

EXECUTIVE SUMMARY

2. For the 2010/13 term, and in accordance with the practices before then, the Board is invited to consider making appointments to local community organisations and committees.
3. The Council has delegated to the Akaroa-Wairewa Board the power to appoint a member of the Board, or other person, to the following bodies, as the Council's representative on that body:
 - Akaroa Library Committee Incorporated
(This Committee has not met for two years, but is technically still in existence)
 - Halswell River District Rating Committee
(For the Wairewa portion of the river)
 - Okains Bay Maori and Colonial Museum
 - Orton-Bradley Park Board
(one representative of a total of four Council representatives. For 2007/2010 the Board appointed Dr John Rentoul to this position, following consultation with the Orton-Bradley Park Board)
4. The Council has also delegated to the Akaroa-Wairewa Board and the Lyttelton-Mt. Herbert Board jointly, the power to appoint a member of one of these two Boards to the Rural Canterbury Primary Health Organisation and the Banks Peninsula Pest Liaison Committee as the Council's representative on that body.
5. The Council at its meeting on 8 July 2010 also resolved:
 - (a) The Council continue to have a representative on the Pohatu Marine Reserve Advisory Committee.
 - (b) The power to make a recommendation to the Minister of Conservation on the appointment of that representative, be delegated to the Akaroa/Wairewa Community Board.
6. In addition, the Board has a number of community organisations for which it appoints a representative or liaison person.

• Akaroa District Promotions	1 Liaison Person
• Akaroa Harbour Issues Working Party	1 Liaison Person
• Akaroa Youth Trust	1 Member
• Banks Peninsula Conservation Trust	1 Liaison Person
• Banks Peninsula War Memorial Society	Chairman + 1 Representative
• Little River Community Centre Committee	1 Liaison Person
• Little River Rail Trail Trust	1 Liaison Person
• Little River-Wairewa Promotions Group	1 Liaison Person
• Takamatua Residents Association	1 Liaison Person
• Wainui Residents Association	1 Liaison Person
• Keep Christchurch Beautiful*	1 Member

**The Board agreed to review the appointment to this organisation in this new term*

20 Cont'd

7. As was the case in 2007, a by-election is required to fill the extraordinary vacancy that exists on the Board, as a result of the recent triennial elections. When the Board made its appointments in 2007, it did so subject to them being reviewed once that vacancy was filled. The Board may wish to consider a similar condition at this time.

FINANCIAL IMPLICATIONS

8. Where Board members are appointed to external organisations, their attendances at meetings will be covered by their elected member's salary. Thus, there are no financial implications apart from mileage allowances for attending such meetings.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

9. Not applicable.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

10. There are no direct legal issues involved.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

11. Not applicable.

ALIGNMENT WITH STRATEGIES/POLICIES/BOARD OBJECTIVES

12. Strengthening Communities Strategy 2007 – yes, alignment with the engagement components of this strategy.

Board's Objectives 2010 – yes, appointments made contribute to meeting relevant objectives for the period.

Do the recommendations align with the Council's strategies/policies?

13. Yes, as per paragraph 11 above.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board consider appointing representatives to the outside organisations and committees listed in paragraphs 3 to 6 above, subject to those appointments being reviewed once the extraordinary vacancy on the Board is filled.

21. NEW ZEALAND COMMUNITY BOARDS' EXECUTIVE COMMITTEE ELECTIONS – CALL FOR NOMINATIONS

General Manager responsible:	General Manager Regulatory and Democracy Services DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of this report is to advise that nominations are being called for the positions of Zone 5 Representative and Deputy, for the New Zealand Community Boards' Executive Committee. Nominations close on 15 December 2010 and any resulting elections are to be completed by the end of February 2011.
2. The Akaroa/Wairewa Board considered this report at its meeting on 2 November 2010 and decided *"that this item lie on the table to allow time for the Chairman and Deputy Chairman to have informal discussions with other Community Board Chairs."* The report is now presented for the Board to consider further.

EXECUTIVE SUMMARY

3. Christchurch Community Boards are located in Zone 5 of Local Government New Zealand's areas of representation. Yvonne Palmer (former Chair and member of the Shirley/Papanui Community Board) is currently the Zone 5 Representative. Mike Mora is the current Zone 5 Deputy Representative.
4. The Executive Committee is made up of six representatives – one for each of the six geographic zones of member authorities throughout New Zealand and has the status of an advisory committee to the National Council of Local Government New Zealand.
5. The Executive Committee meets four times a year, usually in Wellington and its role involves:
 1. Providing advice to the National Council of Local Government New Zealand on all matters involving Community Boards.
 2. Liaising between Local Government New Zealand and Community Boards to gather information on issues and matters of national interest.
 3. Keeping National Council of Local Government New Zealand informed of current and future issues of concern to Community Boards that may have implications for local government generally.
 4. Advising on training needs of Community Boards and their members that might be included in a national capacity building strategy.
6. Supporting information setting out the guidelines for the conduct of the election is **attached**.
7. It is proposed that Community Board Chairs discuss the issue of Zone 5 representation at their first meeting in December 2010 with a view to agreeing on a Zone 5 Representative and Deputy, after receiving feedback from members of their respective Boards on this issue.

FINANCIAL IMPLICATIONS

8. From time to time there may be costs associated with travel and accommodation for attendance at Zone 5 meetings. These costs will be minimal and can be absorbed within the budgets for elected member representation as outlined on page 159 of the LTCCP.
9. Council funding is not required.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

10. Not applicable

LEGAL CONSIDERATIONS

- 11 The Community Boards' Executive Committee is as an advisory body that represents the interests of Community Boards through its role as advocate and leader. The staff recommendation requires the appointed representative to report back to the Board any actions taken under the delegated authority conferred.

Have you considered the legal implications of the issue under consideration?

12. As above.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

13. Not applicable.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

14. Not applicable.

CONSULTATION FULFILMENT

15. Not applicable. This report is going to all Community Boards for consideration.

STAFF RECOMMENDATION

- (a) That the Board Chairperson and Deputy Chairperson, or their nominees, be authorised to consider the opportunity provided for joining with another Christchurch Board(s) in nominating and/or seconding suitable member candidates for election to the positions of Zone 5 Representative, and Deputy, for the New Zealand Community Boards' Executive Committee.
- (b) That the exercise of any such authorisation be reported to the Board for record purposes.

22. NEXT ORDINARY MEETING OF BOARD

As the Board will only be deciding on its governance structure at this meeting, it is proposed that a date be set for the second ordinary meeting of the Board (February 2011) and that a schedule of both ordinary meetings, committee meetings, and seminars be adopted at that meeting.

It is proposed that the Board next meet on Wednesday 16 February 2011 at 9.30am.

STAFF RECOMMENDATION

That the next ordinary meeting of the Akaroa/Wairewa Community Board be held on Wednesday 16 February 2011 at 9.30am in the meeting room at the Akaroa Service Centre.

23. AKAROA-WAIREWA COMMUNITY BOARD - RECESS COMMITTEE

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

- 1 The purpose of this report is to seek the Board's approval to put in place delegation arrangements for matters of a routine nature (including applications for funding) normally dealt with by the Board, to cover the period following its last scheduled meeting for 2010 (being 8 December 2010) until the Board resumes its ordinary meetings in February 2011.

EXECUTIVE SUMMARY

2. In past years it has been practice for the Board to give delegated authority to a Recess Committee to make decisions if required, on its behalf over the Christmas/New Year period.
3. During the same period in 2009/10, the Akaroa-Wairewa Community Board delegated its authority to make decisions to a Recess Committee comprising the "*Board Chairperson and Deputy Chairperson (or their nominees from amongst the remaining Board members)*".

STAFF RECOMMENDATION

- (a) That a Board Recess Committee comprising any two Board members be authorised to exercise the delegated powers of the Board for the period following its 8 December 2010 meeting until the Board resumes its scheduled business in February 2011.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

24. NEW ZEALAND LOCAL BOARDS AND COMMUNITY BOARDS CONFERENCE 2011 – BOARD MEMBERS ATTENDANCE

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941- 8462
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for a number of Akaroa/Wairewa Community Board members to attend the 2011 New Zealand Local Boards and Community Boards Conference in Rotorua on 5 to 7 May 2011.

EXECUTIVE SUMMARY

2. The conference is being held in Rotorua from Thursday 5 to Saturday 7 May 2011. The theme for the conference is 'Communities on Board – The Changing Face of Community Governance' and will reflect on Boards' relationships, communications and advocacy with their communities, as well as considering the implications of the establishment of Auckland's 'super city' on communities throughout New Zealand Boards. More information is **attached**.
3. The programme includes key-note speakers and inter-active workshops hosted by experts, and the presentation of the Best Practice Awards in recognition of community board projects and initiatives which have made a difference.
4. On 22 September 2010 this Board resolved not to submit an entry to the Best Practice Awards.

FINANCIAL IMPLICATIONS

5. The conference registration cost for each appointed delegate is \$591 exclusive of GST, noting this is the earlybird rate until close of business on 4 March 2011. The standard registration from 4 March 2011 will be \$676. In addition, accommodation and airfare costs will be in the order of approximately \$350 and \$300 respectively, per person. Therefore with early bird registration the cost per person would be approximately \$1,241.
6. The Board's 2010/11 remaining operational budget of \$4,550 has the necessary conference and training funding available to fund three Board members to attend.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

7. Yes.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

8. There are no direct legal implications involved. A Community Board resolution is required for expenditure for attendance of Board members at conferences.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

9. Not applicable.

ALIGNMENT WITH STRATEGIES

10. Not applicable.

Do the recommendations align with the Council's strategies?

11. Not applicable.

CONSULTATION FULFILMENT

12. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board give consideration to approving the attendance of a number of Board members to the 2011 New Zealand Local Boards and Community Boards Conference in Rotorua from 5 to 7 May 2011.

25. PIGEON BAY BOAT PARK LAND EXCHANGE

General Manager responsible:	General Manager City Environment DDI 941-8608
Officer responsible:	Manager Transport and Greenspace
Author:	Justin Sims, Property Consultant

PURPOSE OF REPORT

1. The purpose of this report is to seek the Community Board's approval to undertake the next process step, being resolve to complete the exchange of lands involving part of Pigeon Bay Boat Park (Lot 7 DP 301575 - classified as recreation reserve) and an equivalent area of adjoining privately owned land (Lot 2 DP 301575), refer **Attachment 1**.

EXECUTIVE SUMMARY

2. The Board resolved on 7 July 2010 for staff to undertake the consultation process required under Section 15 of the Reserves Act 1977 to affect the exchange of part of Pigeon Bay Boat Park with an equivalent area of adjoining land owned by Sage Properties Ltd (Sage).
3. Notification of the proposed swap has now been undertaken providing a month for objections to be received. A notice was placed on the Reserve itself and an advertisement placed in the Akaroa Mail, and whilst enquiries were received, no objections were lodged.
4. As part of the agreement, Sage are also proposing to undertake native plantings to the existing Reserve, the section to be swapped with Council and also contribute to other planting initiatives around the bay as indicated on the plan (refer **attachment 2 separately circulated**).
5. Staff were concerned that these additional plantings do not fulfil an identified need and would therefore only incur additional maintenance cost to Council. As a consequence, staff negotiated that Sage, and any future owner of the property, would be liable for maintenance of the newly planted areas.
6. Section 15 of the Reserves Act 1977 ("the Act") enables the exchange of reserves for other land whilst the Community Board has delegated authority to approve such an exchange. As no objections have been received the next step in the process is for Department of Conservation approval to be obtained and then the land can be surveyed, titles created and the land exchange completed.

FINANCIAL IMPLICATIONS

7. The two land parcels are the same size and it is therefore considered that they have the same value. All other costs associated with the reserve land exchange such as consultation requirements of section 15 of the Reserves Act 1977 and all associated staff time, including survey costs, will be borne by Sage. There will therefore be no cost to the Council in agreeing to and completing the land exchange.
8. Future maintenance of all the plantings is to be borne by Sage and they have also entered into an agreement that if the property is sold, the title will be encumbered with the liability for this future maintenance.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

9. No, but the cost of the land swap is to be borne by Sage.

LEGAL CONSIDERATIONS**Have you considered the legal implications of the issue under consideration?**

10. The Community Board has delegated authority to approve an exchange of reserves for other land under Section 15 of the Reserves Act 1977.

11. Section 15 of the Reserves Act 1977 – exchange of reserves for other land, provides that the Minister of Conservation may authorise the exchange of the land comprised in any reserve for any other land to be held for the purposes of that reserve subject to the Council passing a resolution requesting the exchange, following a public notification process.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

12. Yes. Refer Page 118 of Volume 1 of the LTCCP, level of service under parks, open spaces and waterways.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

13. Open Space Strategy.

CONSULTATION FULFILMENT

14. The land exchange is to be completed in accordance with section 15 of the Reserves Act 1977 and has had the required months notice with opportunity for objections to be heard. No objections were received.

STAFF RECOMMENDATION

That the Akaroa Wairewa Community Board adopts a resolution in the following form.

- (a) That the consent of the Department of Conservation is sought for the land exchange; and
- (b) Council staff are delegated authority to agree the landscaping proposed; and
- (c) The Corporate Support Unit Manager is delegated authority to conclude an exchange of the properties and manage the process in every respect.

26. BRIEFINGS

27. COMMUNITY BOARD ADVISERS UPDATE

27.1 BOARD FUNDING BALANCES

Attached for members' information is the spreadsheet showing the balances for the Board's funding allocations for 2010/11.

27.2 CUSTOMER SERVICES REQUESTS – 1 AUGUST 2010 TO 31 OCTOBER 2010

Attached for members' information.

27.3 STANLEY PARK MANAGEMENT PLAN – HEARINGS PANEL APPOINTMENT

At its 11 August 2010 meeting the Board considered a report regarding the release of the Draft Stanley Park Management Plan for public consultation. As part of the resolution for the release of that document, the Board resolved:

That the Board appoint a representative to be considered for the hearings panel when formal appointments are made by the Board following the triennial election.

STAFF RECOMMENDATION

That the Board appoint a representative to be considered for the hearings panel for the Stanley Park Management Plan.

28. ELECTED MEMBERS INFORMATION EXCHANGE

29. QUESTIONS UNDER STANDING ORDERS

AKAROA/WAIREWA COMMUNITY BOARD SUPPLEMENTARY AGENDA

WEDNESDAY 8 DECEMBER 2010

AT 9.30AM

**IN THE BOARD ROOM OF THE LITTLE RIVER SERVICE CENTRE,
4238 CHRISTCHURCH-AKAROA ROAD, LITTLE RIVER**

Community Board: Pam Richardson (Chairman), Bryan Morgan (Deputy Chairman), Leigh Hickey, Stewart Miller and Claudia Reid

Community Board Adviser
Liz Carter
Phone: 941 5682 DDI
Email: liz.carter@ccc.govt.nz

PART A - MATTERS REQUIRING A COUNCIL DECISION

PART B - REPORTS FOR INFORMATION

PART C - DELEGATED DECISIONS

INDEX

PART C 30. RESOLUTION TO BE PASSED - SUPPLEMENTARY REPORT

PART A 31. AKAROA PLACES AND SPACES

30. RESOLUTION TO BE PASSED - SUPPLEMENTARY REPORTS

Approval is sought to submit the following report to the meeting of the Akaroa/Wairewa Community Board on Wednesday 8 December 2010:

- Akaroa Places and Spaces Plan

The reason, in terms of section 46(vii) of the Local Government Official Information and Meetings Act 1987, why the report was not included on the main agenda is that it was not available at the time the agenda was prepared.

It is appropriate that the Community Board receive the report at the current meeting.

RECOMMENDATION

That the report be received and considered at the meeting of the Akaroa/Wairewa Community Board on Wednesday 8 December 2010.

31. AKAROA PLACES AND SPACES PLAN

General Manager responsible:	General Manager Strategy and Planning, DDI 941-8572
Officer responsible:	Programme Manager Healthy Environment
Author:	Marie Pollisco, Planner

PURPOSE OF REPORT

1. The purpose of this report is to seek the Community Board's endorsement of the final Akaroa Places and Spaces Plan to the Council for adoption (**Attachment A** – separately circulated), including approval of the proposed amendments to the recommended actions (**Attachment B** – separately circulated), following the consultation process undertaken from 30 August 2010 to 22 October 2010.

EXECUTIVE SUMMARY

2. The Akaroa Places and Spaces Plan is a non-statutory document, which provides a strategic direction for how public places and spaces in Akaroa are developed and managed into the future. More specifically, the Plan provides guidance and recommendations for management of the public realm in Akaroa township, ensuring that public places reflect the local character, and provide for ease of access and movement. The preparation of this Plan was identified as a high priority project in the Akaroa Harbour Basin Settlements Study (AHBSS) Implementation Plan.
3. The physical scope of the public places and spaces addressed in the draft Plan is limited to the Akaroa Township, with a specific focus on those areas of the public realm used most frequently by residents and visitors, i.e. the Akaroa Town Centre.
4. Issues, guidelines and recommendations for the following four components are set out in the draft Plan:
 - *Public Realm Guidelines:* The public realm guidelines underpin the entire plan by providing direction for future public works in Akaroa.
 - *Transport and access:* A report on transport and access issues has been prepared for Akaroa. This section of the draft Plan summarises the issues, objectives and recommendations in that report.
 - *Visitor facilities:* An assessment of visitor facilities in Akaroa and their ability to meet long-term visitor needs has been undertaken. This section identifies actions to upgrade the existing facilities subject to increased visitor numbers.
 - *BP Meat site development brief:* This part of the draft Plan provides guidance regarding the future development of the BP Meats site (67 Rue Lavaud), a large block of Council-owned land in the Akaroa Town Centre.
5. The draft Plan was approved for public consultation by the Akaroa/Wairewa Community Board on 11 June 2010. The consultation process has occurred in a manner consistent with the requirements of the Local Government Act 2002 (LGA).
6. Public consultation commenced on 30 August 2010 and closed 22 October 2010 after an extension due to the September 4 Canterbury earthquake. Thirty-three (33) submissions were received and key themes from those submissions were identified and analysed (refer to Akaroa Places and Spaces Plan Consultation Report - **Attachment C** separately circulated).
7. Overall, submissions on the draft Plan are supportive. The main concerns are with regard to Visitor Facilities and Transport and Access. Below is a summary of feedback received under the four components of the Plan:

- a. *Public Realm Guidelines*

The action point for the Public Realm Design Guidelines is to finalise and implement the design guidelines. The public is aware that these guidelines will be developed and used by the Council and public to produce good environmental outcomes, in regards to visual amenity and the design of new structures located within the public realm.

8. 12. 2010

Submissions and feedback received will assist the Council in identifying areas of concern or issues, such as signage and landscaping, when developing the design guidelines.

b. Transport and access

Submissions on the action points for this component are generally supported. All submitters stated that parking at the northern end of the town should be actively encouraged, and walking or cycling as a mode of public access should be made available (refer to Action B.1 of the draft Plan). A shuttle service is supported to encourage parking outside the main town centre to enable greater flow of traffic.

The use of Jubilee Park for car parking purposes (refer to Action B.2 of draft Plan) and the provision of bus parking near the wharf (refer to Action B.3 of draft Plan) are not supported by submitters. They also did not support the use of the recreation grounds for parking (refer to Actions B.4 and B.6 of the draft Plan).

Options for increasing parking capacity in the Southern Town Centre (refer to Action B.9 of draft Plan) are supported by way of using an existing area, such as the Akaroa Area School grounds during peak season when the school is not in operation, as well as some innovative suggestions for reclamation of land for parking purposes at the southern end of town.

On this basis, amendments to the recommended actions for the final Plan are proposed.

c. Visitor facilities

Submissions support the upgrade and/or modernisation of public toilets (refer to Actions C.1-5 of draft Plan). In addition, submitters expressed the need for a more regular schedule in the cleaning of public toilets during peak season.

Several submitters also support the increase in the number of seating/tables within the reserves and parks for picnic purposes (Actions C.15-16 of draft Plan), with some support for barbecue facilities.

The majority of submitters do not support the provision of a bus stop or passenger drop off/pick up at the Main Wharf. Campervan issues and concerns are still at the forefront of community thinking, although there is a general acceptance that they provide an economic input to Akaroa. Additional facilities such as coin-operated showers/laundry and a community leisure centre (swimming pool, gym) are also identified as a need by the submitters.

This feedback will be considered in the development of the Akaroa Places and Spaces Implementation Plan.

d. BP Meat site development brief

Submissions generally support the two actions proposed under this component. A community focus that would encourage tourism, such as artisan quarters, is strongly suggested for any potential use of the site. There is strong support for the retention of the existing heritage-listed building and the butchery business on the site.

This feedback will assist the Council in considering the future development of this site. More detailed consultation will be undertaken in the near future.

8. Following consultation and based on the analysis of submissions received, **Attachment C** shows a summary of amendments proposed for the final Akaroa Places and Spaces Plan.

FINANCIAL IMPLICATIONS

9. The final Plan identifies projects to be put forward for consideration in the 2012-2022 and/or subsequent Long-Term Plans (LTPs). The timing, scale and funding of any or all projects will be determined as part of the LTP and be considered alongside a range of other spending priorities.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

10. No. The recommended actions identified in the final Plan are to be considered as part of the preparation of the 2012-22 LTP or a subsequent version of the LTP.

LEGAL CONSIDERATIONS

11. The Akaroa Places and Spaces Plan is a non-statutory document. Consultation on the document has been consistent with Local Government Act requirements.

ALIGNMENT WITH LTP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTP?

12. The Akaroa Places and Spaces Plan supports the LTP activity 'City and Community Long-Term Policy and Planning'.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

13. The Plan recognises and supports strategies where relevant to the scope of the Plan, particularly the Public Open Space Strategy and the Christchurch Visitor Strategy.

CONSULTATION FULFILMENT

14. The Akaroa Places and Spaces Plan was identified as a priority project in the Akaroa Harbour Basin Settlements Study completed in 2009. This study involved extensive consultation. Information obtained through previous consultation on the Settlements Study has also informed the development of the Plan.
15. The Akaroa/Wairewa Community Board was consulted on the draft Plan in a seminar held earlier this year. Feedback from the Community Board was incorporated into the draft Plan, where relevant, and subsequently went out to public consultation.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board recommend to the Council that it:

- (a) Approve the proposed amendments for the final Akaroa Places and Spaces Plan (**Attachment B**); and
- (b) Adopt the final Akaroa Places and Spaces Plan (**Attachment A**).